Outlook

Re: Notes JCBOE Meeting 4.21.26

From Jenna Kubiak <jkubiak@email.wcu.edu>
Date Thu 4/23/2026 4:55 PM
To Kelly Tornow <ktornow@email.wcu.edu>; Christy Agner <cagner@email.wcu.edu>; Joy Mischley <jmischley@email.wcu.edu>; Carol Burton <burton@email.wcu.edu>

Hi all,

I'm happy to reach out to Amanda to get feedback on the requested number of parking spaces needed.

Best,
Jenna

Western Carolina University

Jenna Kubiak, MPA
Assistant Director of Civic & Community Engagement
Center for Community Engagement and Service Learning
Western Carolina University | Belk 273 (CCESL)
1 University Drive, Cullowhee, NC 28723
o: (828) 227.2842 | jkubiak@wcu.edu
Pronouns: she/her/hers
P.S. Check your NC voter registration status!

Book time to meet with me

From: Kelly Tornow <ktornow@email.wcu.edu>
Sent: Wednesday, April 22, 2026 9:44 AM
To: Christy Agner <cagner@email.wcu.edu>; Jenna Kubiak <jkubiak@email.wcu.edu>; Joy Mischley <jmischley@email.wcu.edu>; Carol Burton <burton@email.wcu.edu>
Subject: Re: Notes JCBOE Meeting 4.21.26

Yes, big thank you, Jenna! We have some contract examples and I am waiting to hear back from Amanda as to whether the county attorney wants to draft a contract for us to review or if they wanted us to modify our facilities use contract to meet the needs. It is customary to have site agreements for voting sites, but usually the contracts for sites don't have the level of detail they are asking about, so I am a little perplexed by what they actually want in the contract.

From: Christy Agner <cagner@email.wcu.edu>
Sent: Wednesday, April 22, 2026 9:43 AM
To: Jenna Kubiak <jkubiak@email.wcu.edu>; Kelly Tornow <ktornow@email.wcu.edu>; Joy Mischley

<jmischley@email.wcu.edu>; Carol Burton <burton@email.wcu.edu>
Subject: RE: Notes JCBOE Meeting 4.21.26

Thank you, Jenna, for taking notes.

I am curious, is the BOE pursuing (or maybe they have in place) contacts with existing sites? Unsure if that was discussed for any of the non-BOE headquarters sites.

I've been curious about the number '20' of requested parking spaces. In previous elections, WCU held open the requested number of spots for curbside voting and voter parking when the EV site was at the UC. We noted that these spaces remain vacant for large portions of the day. Is there some turnout data shared that indicated 20 spaces were beneficial for the EV time frame? ED is obviously a different turnout posture; WCU has not hosted an ED voting site in the 10 years we hosted an EV site. I ask because I'd like the BOE staff to provide feedback about the requested number of spaces needed, versus just the BOE members. Also, I'd like to better understand if the reserved spaces are for voters and staff? Or will the BOE be requesting additional spaces for staff, separate from voter spaces?

Carol, would you like me to share with Melissa or others?

The timeframe for this discussion may or may not be possible prior to the May BOE meeting, given proximity to Commencement and Leadership Tour. It would be helpful to know what subsequent meeting dates the BOE has on the calendar in case more time is needed to secure confirmed answers to their questions.

Christy Agner
Western Carolina University

From: Jenna Kubiak <jkubiak@email.wcu.edu>
Sent: Tuesday, April 21, 2026 11:28 AM
To: Kelly Tornow <ktornow@email.wcu.edu>; Joy Mischley <jmischley@email.wcu.edu>; Carol Burton <burton@email.wcu.edu>; Christy Agner <cagner@email.wcu.edu>
Subject: Notes JCBOE Meeting 4.21.26

Hi all,

Attached are my notes from the Jackson County Board of Elections meeting today.

Main points for the HHS site, which they would like to include in the contract/agreement:

- Dates, hours, time
- Parking (20 spots)
- Specific signage
- They want us to move or cover the "do not enter" signs (not sure if this is possible)
- Rectangular tables and chairs in the room

They do not plan to take a vote until there is a signed agreement, which they hope to have by their next meeting on Wednesday, May 13th at 10 am (which is also during the leadership tour).

Please don't shoot the messenger (me) - so sorry I know this is a lot!

Best,
Jenna

Jenna Kubiak, MPA

Assistant Director of Civic & Community Engagement

Center for Community Engagement and Service Learning

Western Carolina University | Belk 273 (CCESL)

1 University Drive, Cullowhee, NC 28723

o: (828) 227.2842 | jkubiak@wcu.edu

Pronouns: she/her/hers

P.S. Check your NC voter registration status!

Book time to meet with me